



U.S. DEPARTMENT OF THE INTERIOR
Office of the Secretary
National Business Center



REQUEST FORM
SOUTH PENTHOUSE/ROOF TERRACE

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Organization/Bureau/Office/Agency: _____

Date and Time Requested: _____

Account Number: _____

Print Name of Sponsoring Official: _____
(Secretary, Deputy Secretary, Chief Staff, Deputy Chief of Staff, Assistant Secretary, and/or Head of Bureau or Office)

Signature of Sponsoring Official: _____

Purpose of Event: _____

Number of Attendees: _____
(Maximum of 50 persons in the South Penthouse and 200 on the roof terrace)

_____ I have read and will adhere to the policies and procedures for use of the South Penthouse and Roof Terrace

Fax or mail this form to the National Business Center, Conference and Special Events Office, 1849 C Street, N.W., Mail Stop 1346-MIB, Washington, D.C. 20240, or fax to (202) 208-6141. For additional information, please call (202) 208-4412.

Approval _____

Disapproval _____

Chief, Division of Facilities Management Services

Date

CHECKLIST

SUPPORT FURNISHINGS

ITEMS	YES	NO	QUANTITY
Table(s)			
Flipchart w/paper			
Tripod Easel			
Table Skirts			

AUDIO-VISUAL

ITEMS	YES	NO	QUANTITY
VCR w/Monitor			
35mm Slide Projector			
Overhead Projector			
LCD Projector (computer image)			
54" TV Monitor			
5' Portable Screen			
Podium w/Mic			
Standup Mic(s)			
Wireless Mic(s) Handheld			
Wireless Mic(s) Lavalier			
Table Top Mic(s)			
Audio Record			
Video Record			
Satellite Uplink			
Fax Hook-up			
Lan or Internet Hook-up			
Cable Hook-up			
CD Player			
Cassette Player			

Refreshments

Yes_____

No_____